

CRIMINAL INVESTIGATIONS

REGISTRATION OF SEX OFFENDERS

Purpose: The purpose of this directive is to define the responsibilities of the North Little Rock Police Department, as to its relationship in regard to the registration of known child and sex offenders.

Policy Statement: It is the policy of the North Little Rock Police Department to establish registration guidelines for convicted child and sex offenders in accordance with A.C.A. 12-12-906, and in keeping with the Department's organizational values of preserving, not denying, the liberties of the citizenry.

Summary of Changes: New format.

Definitions:

A.C.A. 12-12-901 - 920 are known and may be cited as the **Sex Offender Registration Act of 1997**. This law became effective on August 1, 1997. It requires convicted child and sex offenders to register with local law enforcement agencies.

Title XVII of the Violent Crime Control and Law Enforcement Act of 1994 is known as the Jacob Wetterling Crime Against Children and Sexually Violent Offender Registration Act. It requires states to establish sex offender registration and a system for tracking convicted sex offenders.

Megan's Law - Congress amended the above act (*Title XVII*) in May 1996 and named it, Megan's Law. This law provided state or local law enforcement with the ability to release relevant information necessary to protect the public concerning a specific person required to register as a sex offender.

Procedure:

1 Registration and Evaluation of Sex Offenders

1.1 The Juvenile/Sex Crimes Unit Supervisor will assign investigators the following responsibilities:

- 1.1.1 Registration of sex offenders;
- 1.1.2 Maintain sex offender files;
- 1.1.3 Interview sex offenders;
- 1.1.4 Coordinate information for community notification; and
- 1.1.5 Act as liaison with ACIC and other law enforcement agencies.

1.2 The juvenile/sex crimes unit will maintain a file on each registered sex offender which will be retained in a confidential file in the unit's office.

1.3 Sex crimes investigators will forward all required documentation to ACIC within the proper time frame.

1.4 The following information will be maintained in each offender's file:

- 1.4.1 Copy of original incident report;
- 1.4.2 Sex offender registration form;
- 1.4.3 Verification of residency notification;
- 1.4.4 Notification plan;
- 1.4.5 Current photograph;
- 1.4.6 NLRPD fact sheet;
- 1.4.7 Risk assessment worksheet;
- 1.4.8 Sex offender acknowledgment form; and
- 1.4.9 Copy of sex offender file from transferring agency, if applicable.

2 Community Notification Plan

2.1 It will be the responsibility of the Juvenile/Sex Crimes Unit to verify the offender's address prior to implementing the community notification plan.

2.2 The Juvenile/Sex Crimes Unit will be responsible for the development and implementation of the community notification plan.

2.2.1 Community notification plans will be developed consistent with an offender's risk assessment level.

2.2.2 These plans will be reviewed and approved by the Detective Office's Juvenile/Sex Crimes Unit supervisor prior to implementation.

2.2.2.1 Implementation will be the responsibility of the Juvenile/Sex Crime Unit and its supervisor.

2.3 A copy of the community notification plan will be delivered to the offender and/or other household occupants during the community notification.

3 Re-Verification and Re-Notification

- 3.1 Re-notification will be conducted when the offender moves to a new address within the jurisdiction of the North Little Rock Police Department; or as determined by the Juvenile/Sex Crimes Unit supervisor.
- 3.2 It will be the duty of the juvenile/sex crimes unit to obtain an arrest warrant if reasonable grounds exist to believe that the offender has failed to comply with ACA 12-12-904 (registration requirements).

4 Communication

- 4.1 If an offender appears at the Police Department, calls the Police Department, or contacts any police officer for the purpose of registering, when the Juvenile/Sex Crime Unit is not on duty or can't be reached for any reason, the officer making contact with the offender will do the following:
 - 4.1.1 Obtain the offender's name, sex, race, and date of birth;
 - 4.1.2 His/her address and telephone number;
 - 4.1.3 Place of employment and telephone number; and
 - 4.1.4 Advise the offender to report to the juvenile/sex crimes unit during normal business hours.
 - 4.1.5 Include all above information in a sealed intradepartmental communication or email and send it to the juvenile/sex crimes unit's supervisor specifying the date, time, and location where contact was made with the offender.
- 4.2 Documentation of information and/or intelligence regarding unregistered sex offenders.
 - 4.2.1 Any officer gaining information on an unregistered sex and child offender residing within the city limits will forward that information to the juvenile/sex crimes unit in the form of a sealed intradepartmental communication or email within twenty four (**24**) hours.
- 4.3 A complete registry of sex and child offenders will be located in the juvenile/sex crimes unit.
 - 4.3.1 Release of the above information will be made only by the following:
 - 4.3.1.1 Investigations Division Commander;
 - 4.3.1.2 Detective Lieutenant;
 - 4.3.1.3 Juvenile/Sex Crimes Unit Sergeant;
 - 4.3.1.4 Sex Offender Registration Coordinator; and/or
 - 4.3.1.5 Other persons specifically authorized by the Chief of Police.

Mike Davis
Chief of Police